



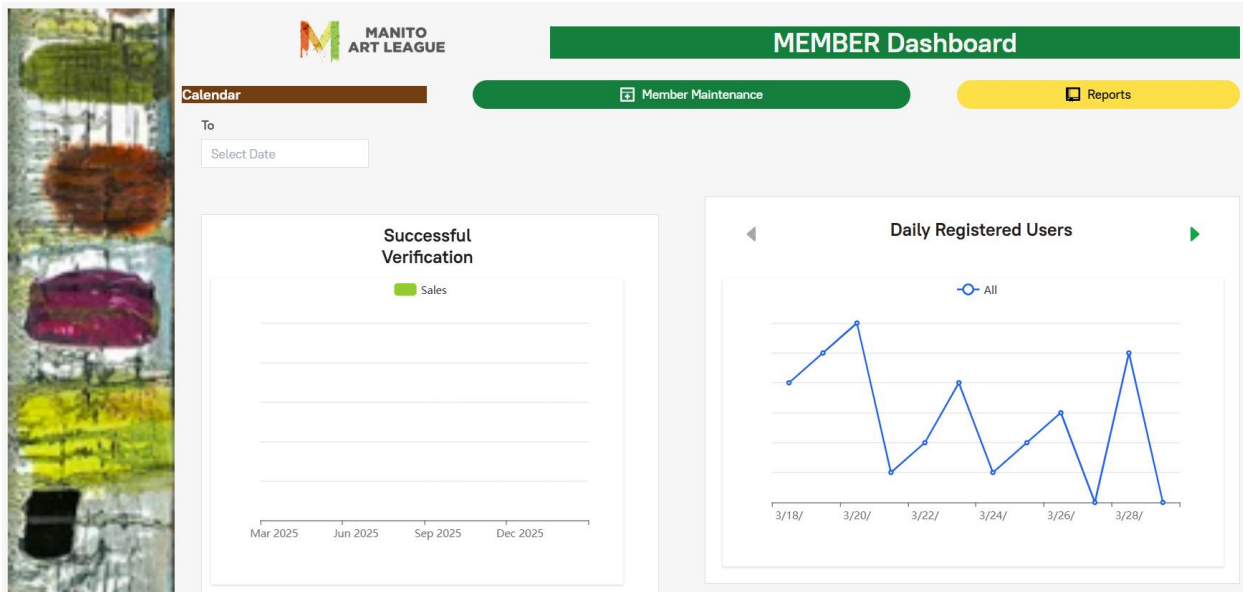
MANITO ART LEAGUE

MEMBERS

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/mdashboard-698b577b61dbe02feb61be27>



On your Dashboard:

- Click on Member Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

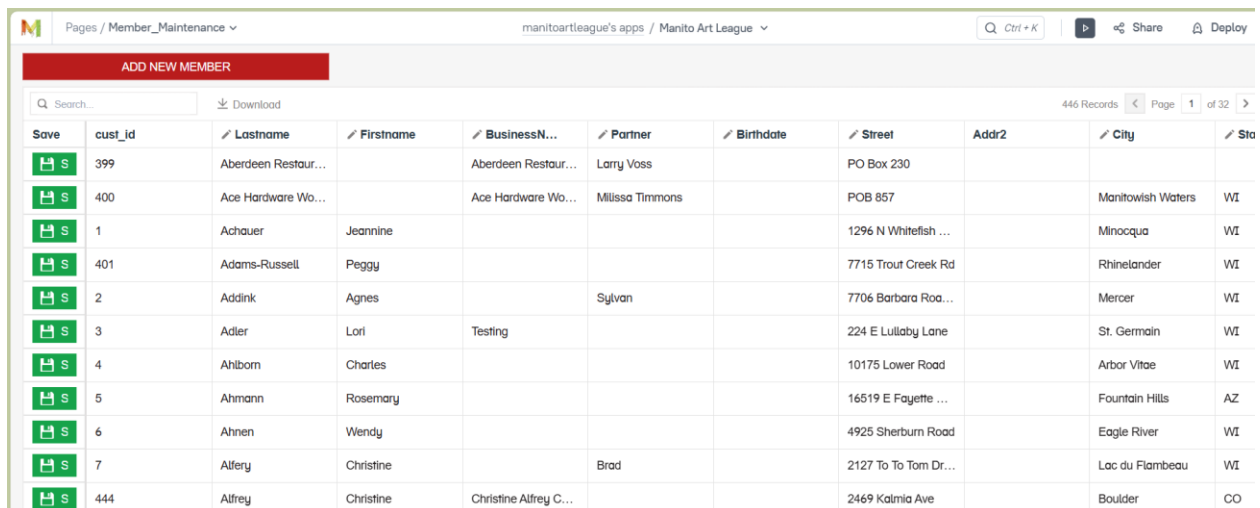
RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**

- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

MEMBER MAINTENANCE INSTRUCTIONS

Member Interactive Report- Add, Edit and Delete Records



The screenshot shows the 'Member Maintenance' app interface. At the top, there's a navigation bar with 'Pages / Member_Maintenance' and 'manitoartleague's apps / Manito Art League'. Below this is a red 'ADD NEW MEMBER' button. A search bar and a 'Download' link are also present. The main area displays a table of 446 records, with the first 10 visible. Each row has a 'Save' icon (a green square with a white 'S') and a 'Sto' icon (a green square with a white 'S'). The table columns are: cust_id, Lastname, Firstname, BusinessN..., Partner, Birthdate, Street, Addr2, City, and Sto.

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	Sto
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230			
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manitowish Waters	WI
	1	Achauer	Jeannine				1296 N Whitefish ...		Minocqua	WI
	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhineland	WI
	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer	WI
	3	Adler	Lori	Testing			224 E Lullaby Lane		St. Germain	WI
	4	Ahlborn	Charles				10175 Lower Road		Arbor Vitae	WI
	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	AZ
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	7	Alfery	Christine		Brad		2127 To To Tom Dr...		Lac du Flambeau	WI
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.




Pages / Member_Maintenance ▾

manitoartleague's apps / Manito Art League ▾

ADD NEW MEMBER

Search...

Download

Save	cust_id	Lastname ▾	Firstname	BusinessN...	Partner	Birthdate	Street	Addr
 S	399	Sort column ascending		Aberdeen Restaur...	Larry Voss		PO Box 230	
 S	400	Sort column descending		Ace Hardware Wo...	Milissa Timmons		POB 857	
 S	1	Freeze column left	Jeannine				1296 N Whitefish ...	
		Freeze column right						

FIND BY LAST NAME, CUSTID or Any field:

2 ways to Search by: - FILTER or SEARCH BAR

TO FILTER:

- You can select the person by ID, Last Name or Business Name or Any field
- Click on the filter:
- You have many options here...

Pages / Member_Maintenance ▾

manit
























ADD NEW MEMBER

Search...

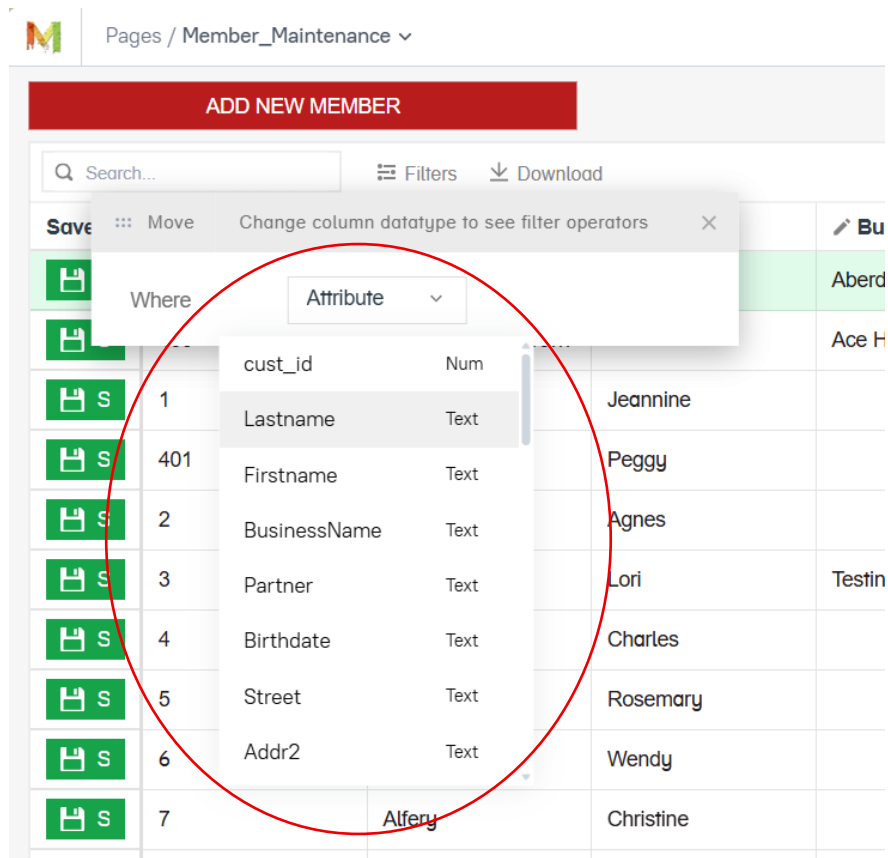
Filters Download

Save Move Change column datatype to see filter operators X

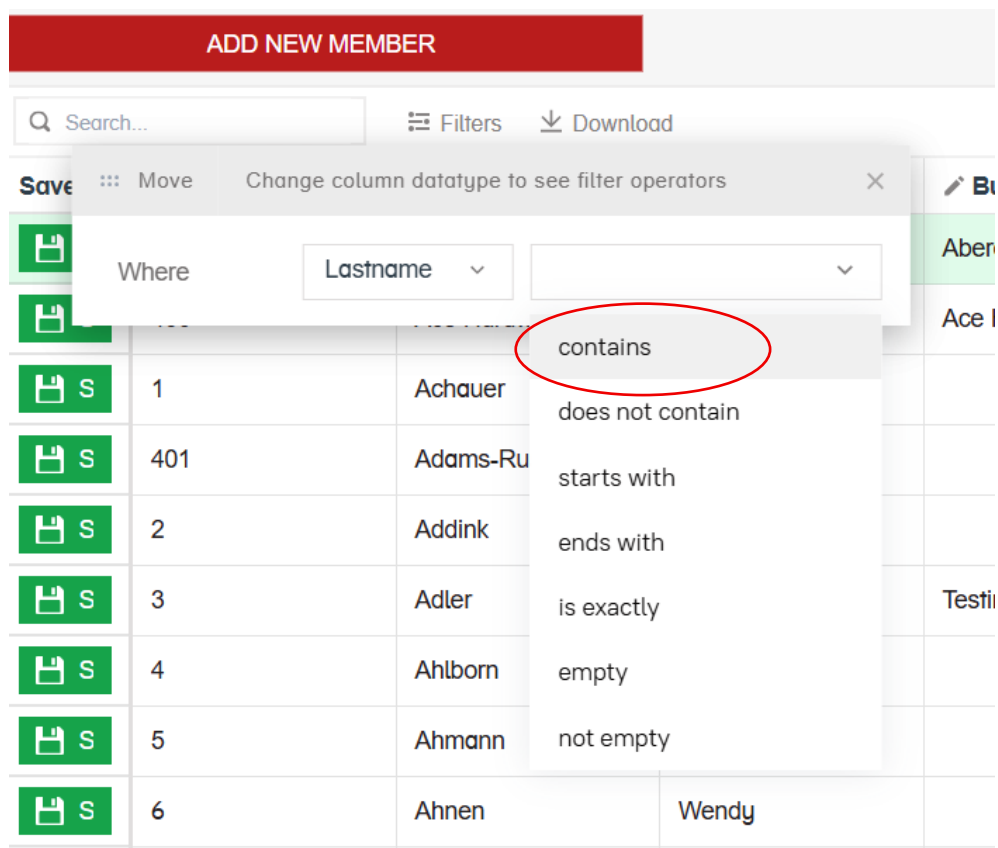
Where Attribute ▾

Save	BusinessN..
 S	Aberdeen Resto
 S	Ace Hardware V
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	
 S	

- Select the Attribute (fields/column) you want to find.



- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”



- Enter letters of the lastname of the person you are finding and press Apply.

Search... Filters Download 446 Records Page 1

Save Move Change column datatype to see filter operators

Where LastName contains wei

+ Add Filter CLEAR ALL APPLY

Partner	LastName	Firstname	BusinessN...	Partner
Larry Voss				
Milissa Timmons				

- You will see your results.

ADD NEW MEMBER					
<div> <div>Search...</div> <div>Filters (1) Download</div> </div>					
Save	cust_id	Lastname	Firstname	BusinessN...	Partner
	441	Weinhammer	Laurie		
	378	Weirick	Mariah		

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

Search... Filters (1) Download

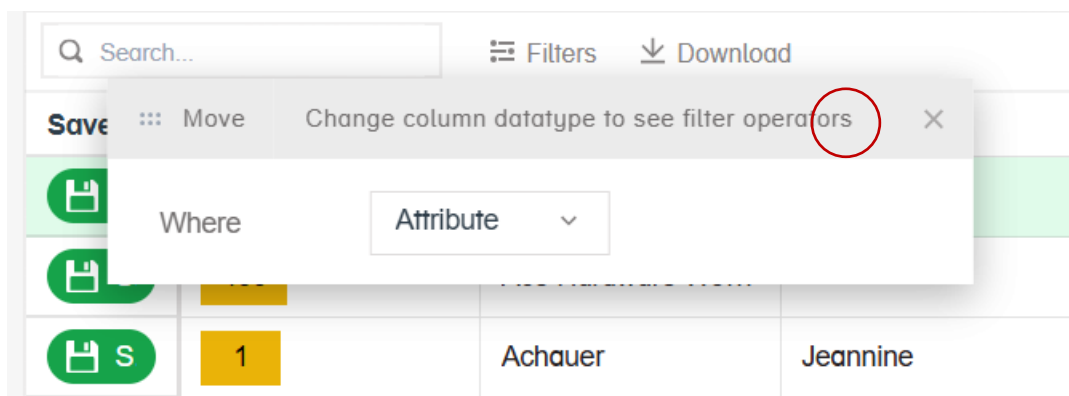
Move Change column datatype to see filter operators

Where Lastname contains wei

+ Add Filter CLEAR ALL APPLY

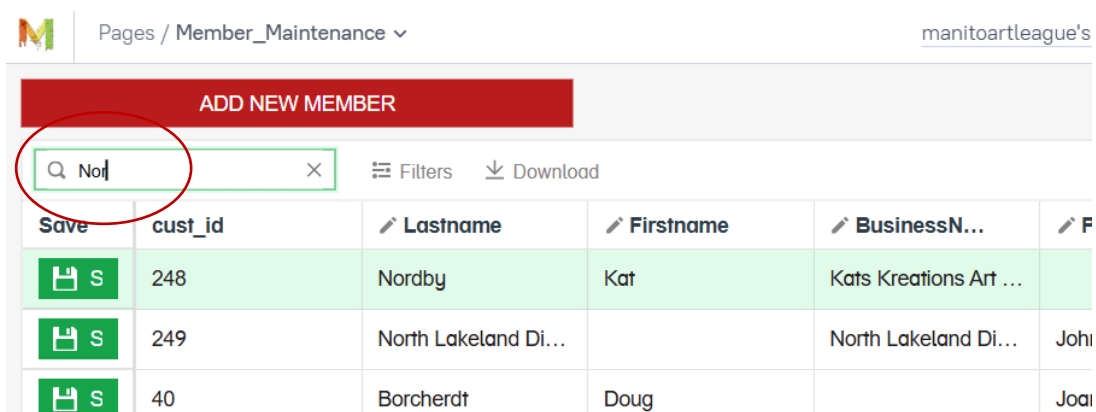
Partner	LastName	Firstname	BusinessN...	Partner
---------	----------	-----------	--------------	---------

- And then click on the X to get out.

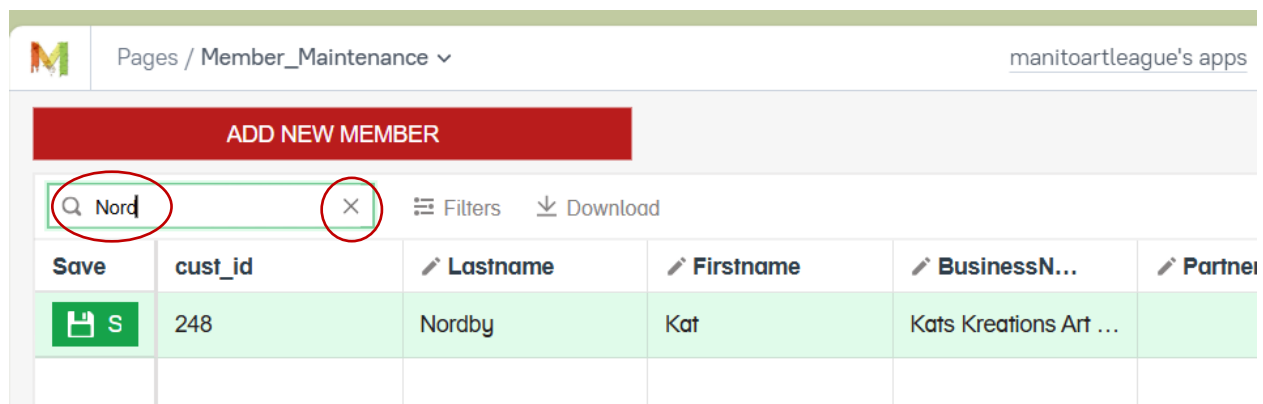


TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.










- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the "x" to clear the selection




EDITING:

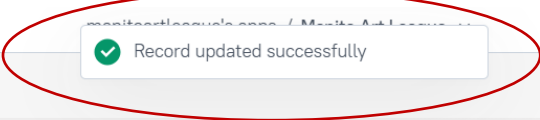
- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.

- Make your changes

	1	Achauer	Jeannine		
	401	Adams-Russell	Peggy		
	2	Addink	Agnes		Sylvan
	3	Adler	Lori	Testing	
	4	Ahlborn	Charles		
	5	Ahmann	Rosemary		









- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear


Pages / Member_Maintenance ▾



ADD NEW MEMBER

Filters
Download

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori			
	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			


ADDING A NEW MEMBER RECORD:

- Click on the ADD NEW MEMBER BUTTON

Pages / Member_Maintenance ▾

ADD NEW MEMBER

Search... Filters Download

Save	cust_id	Lastname
 S	399	Aberdeen Restaur...

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

Form

Last Name

First Name

Partner

Business Name

Birthdate

Street

Addr 2

Firstname

Jeannine

Peggy

Agnes

Lori

Charles

Rosemary

Wendy

Christine

Christine

Velta

Meghan

Laura

Street

PO Box 230

POB 857

1296 N Whitefish

7715 Trout Creek

7706 Barbara Ro

224 E Lullaby La

10175 Lower Roc

16519 E Fayette

4925 Sherburn R

2127 To To Tom D

2469 Kalmia Ave

5740 N Barrasca

10880 Jewel Rod

14282 Sugarbust

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Last Name
Stevens

First Name
Carol

Partner
Charles

Business Name

Birthdate

Street
9371 Carlisle Ct

Addr 2

WI

Zipcode
54548

Email
carol.stevens@mac.com

Home Phone
262-644-0456

Cell Phone
262-483-6457

Notes

Business Use

Mat Member
Yes

Member Yr
2026

- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit

Sec Street

Sec City

Sec State

Sec Zip

Sec Phone

Sec Email








Reset Submit

- After Clicking the Submit, it will return you to the screen.

Pages / Member_Maintenance ▾ manitoartleague's apps / Manito Art League ▾

ADD NEW MEMBER

Q Search... ▾ Filters Download 447 Records






Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City
 S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
 S	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manit
 S	1	Achauer	Jeannine				1296 N Whitefish ...		Minoc
 S	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhine
 S	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Merce
 S	3	Adler	Lori				224 E Lullaby Lane		St. G
 S	4	Ahlborn	Charles				10175 Lower Road		Arbor

- To see the new entry, Search the New Member

Pages / Member_Maintenance ▾ manitoartleague's apps / Manito Art League ▾

ADD NEW MEMBER

Q Stev X ▾ Filters Download


Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
 S	448	Stevens	Carol		Charles	
 S	402	Art Start		Art Start	Traci Stinebrink	
 S	31	Bissell	Frank Steven Steve			
 S	109	Familant	Elisa		Steven Justin	
 S	165	Justin	Steven Scott		Elisa Familant	

- When done or for reporting – click back to dashboard

MANITO ART LEAGUE

ADD NEW MEMBER Dashboard

Q Search... ▾ Filters Download 450 Records Page 1 of 33

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City
 S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		

- To get to your Reports page, click on the reports button.

MANITO ART LEAGUE

MEMBER Dashboard

Calendar Member Maintenance Reports

- Select the link you want to see in reports.

REPORTS[Member Dashboard](#)[Current Member Rpt](#)[Report One](#)

- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.
- Click Member Dashboard when you want to get back to your dashboard or X out of the browser tab if you are done.

REPORTS[Member Dashboard](#)[Current Member Rpt](#)[Report One](#)